

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
MINUTES
January 28, 2009
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Ms. Renee Arrington-Johnson, Vice Chairman
Ms. Michelle DeBeaussaert, Member

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:37 p.m. Roll call: Mr. Robert Butler, Chairman, Ms. Renee Arrington-Johnson, Vice Chairman, Ms. Michelle DeBeaussaert, Member. Also in attendance Ms. Lisa Murray, Personnel Director, Mr. Dan Bernard, Legal Counsel and Ms. Adrienne Baitinger, Office Clerk II.

II. APPROVAL OF AGENDA:

Mr. Butler made a motion to approve the agenda as presented. Ms. Arrington-Johnson seconded. The motion passed unanimously.

III. APPROVAL OF DECEMBER 18, 2008 MEETING MINUTES:

Mr. Butler made a motion to approve the minutes as presented. Ms. Arrington-Johnson seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the temporary appointment of Terry Jones to the position of Plumbing Inspector. Ms. Arrington-Johnson seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the temporary appointment of Gloria Whitfield to the position of Senior Staff Secretary. Ms. DeBeaussaert seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve re-posting the position of Senior Staff Secretary. Ms. DeBeaussaert seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the revised Water Inspector job description as presented. Ms. Arrington-Johnson seconded. The motion passed unanimously.
- E. Discussion ensued regarding the revised Employees Civil Service webpage. No action taken.
- F. Discussion ensued regarding the revised Employees Civil Service job application. No action taken.

V. REPORTS:

- A. Personnel Director advised the Commission of the status of the Property Appraiser I position.
- B. Personnel Director advised the Commission of the status of the Senior Staff Secretary position.
- C. Personnel Director advised the Commission regarding the status of Employee Performance Evaluations.
- D. Personnel Director advised the Commission of Personnel Vacancy Review Committee's recommendations.

VI. PUBLIC PARTICIPATION:

- A. Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was set for Wednesday, February 25, 2009 at 5:30 p.m.

VIII. OLD BUSINESS:

None

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:42 p.m. Ms. Arrington-Johnson seconded. The motion passed unanimously.

Respectfully submitted,

Lisa M. Murray
Personnel Director
Employees Civil Service
Charter Township of Clinton